

**BY ORDER OF THE CHIEF,  
NATIONAL GUARD BUREAU**



**MANPOWER STANDARD 41E1AR**

**1 AUGUST 2003**

***Manpower Standard***

***COMBAT OPERATIONS SUPPORT FLIGHT***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the 189th Airlift Wing whose mission it is to provide aircrew training for students from each branch of the military that flies the C-130 aircraft and from 27 foreign countries. This standard applies to the 189th Airlift Wing, Little Rock Air Force Base, Arkansas, and encompasses all major processes performed within the Combat Operations Support Flight function. It does not apply to any other units. This standard is applicable to peacetime operations only. The Air National Guard (ANG) is authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the Combat Operations Support Flight. This standard was developed in accordance with AF Instruction AFI 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson Air National McGhee Tyson Air National Guard Base, TN 37777-6283.

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## 1. STANDARD DATA.

1.1. Approval Date: 28 August 2003.

1.2. Man-hour Data Sources: The Operational Audit (historical record and technical estimate) technique was used to collect/determine man-hour/manpower data.

1.3. Standard Manpower Equations.

1.3.1. Supervision:  $Y = 1$ .

1.3.2. Repair Cycle:  $Y_1 = 31.15 + 0.9653X_1$ .

1.3.3. Retail Sales/Individual Equipment:  $Y_2 = 17.69 + 0.08047X_2$ .

1.3.4. Research and Demand Processing:  $Y_3 = 29.96 + 0.1785X_2$ .

1.3.5. Mission Capability (MICAP):  $Y_4 = 17.69 + 1.711X_1$ .

1.3.6. Mobility Bag Management:  $Y_5 = 21.97 + 4.745X_3$ .

1.3.7. War Readiness Material (WRM)/Weapons:  $Y_6 = 17.69 + 0.02516X_4$ .

1.4. Workload Factor Titles:

1.4.1.  $X_1$  = Average Monthly Sorties Scheduled.

1.4.2.  $X_2$  = Wing Population Supported.

1.4.5.  $X_3$  = Average Number Authorized Mobility Positions.

1.4.6.  $X_4$  = Average Number WRM Assets Managed.

1.5. Workload Factor Definitions:

1.5.1.  $X_1$  = Average monthly number of sorties scheduled to support the wing training mission.

1.5.2.  $X_2$  = Average wing population, to include Geographically Separated Units (GSUs).

1.5.3.  $X_3$  = Average number of mobility positions required to support the Designed Operational Capability (DOC) statement.

1.5.4.  $X_4$  = Average number of WRM assets to support the wing DOC statement.

1.6. Workload Factor Sources:

1.6.1.  $X_1$  = Monthly flying schedule maintained by 189 AW/DOP.

1.6.2.  $X_2$  = Monthly Wing Strength Report maintained by 189 AW/DPM.

1.6.3.  $X_3$  = Authorized Mobility Positions Report maintained by 189 AW/XPL.

1.6.4.  $X_4$  = R14-Custodian Authorization/Custody Receipt Listing, maintained by 189 AW/LGS.

1.7. Points of Contact.

1.7.1. Functional: Col John J Samuhel, 189 MX/CC

1.7.2. Manpower: George W. Tatum III

## 2. Application Instructions.

2.1. Equation: Apply the equations in Paragraph 1.3., to determine the required fractional man-hours for the work center entities listed. Fractional manpower requirements resulting from the application of these standards will be aggregated before rounding to whole manpower requirements for the Combat Operations Support Flight. Aggregation will be accomplished according to procedures in AFI 38-208, Volume 1.

2.2. Man-Hour Availability Factor (MAF): Divide the resulting man-hours by the appropriate MAF/overload factor. The answer, rounded up, will quantify the required manpower.

2.3. Upper and Lower Extrapolation Limits: The extrapolation limits for each equation are as follows.

2.3.1. Repair Cycle:

2.3.1.1.  $Y_U = 248.901$ .

2.3.1.2.  $Y_L = 149.340$ .

2.3.2. Retail Sales:

2.3.2.1.  $Y_U = 138.287$ .

2.3.2.2.  $Y_L = 82.972$ .

2.3.3. Research and Demand Processing:

2.3.3.1.  $Y_U = 295.094$ .

2.3.3.2.  $Y_L = 177.056$ .

2.3.4. MICAP:

2.3.4.1.  $Y_U = 394.171$ .

2.3.4.2.  $Y_L = 236.503$ .

2.3.5. Mobility Bag Management:

2.3.5.1.  $Y_U = 205.418$ .

2.3.5.1.  $Y_L = 123.251$ .

2.3.6. WRM/Weapons:

2.3.6.1.  $Y_U = 182.740$ .

2.3.6.2.  $Y_L = 109.644$ .

**3. STATEMENT OF CONDITIONS.** The normal hours of operation for this function are 80 hours per two-week period. The alternate work schedule of eight nine hour days, and one eight hour day is the norm. No environmental, equipment, or facility conditions affect this Manpower Standard.

DANIEL JAMES III, Lieutenant General, USAF  
Director, Air National Guard

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 10-403, *Deployment Planning*

AFI 31-101, *The Air Force Installation Security Program*

AFI 31-229, *USAF Weapons Handling Manual*

AFI 38-201 *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Process*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP)-Quantification Tools*

*Abbreviations and Acronyms*

**AF** - Air Force

**AFMC** - Air Force Materiel Command

**ANG** - Air National Guard

**ANGMS** - Air National Guard Manpower Standard

**ASC** - Allowance Source Code

**ASNUD** - Automated Stock Number User Directory

**AWP** - Awaiting Parts

**BOI** - Bases of Issue

**CAMS** - Consolidated Aircraft Maintenance System

**CANN** - Cannibalization

**CASC** - Customer Assistance Center

**CATM** - Combat Arms

**CIC** - Controlled Item Code

**CPS** - Contingency Processing System

**CSB** - Computer Support Base

**DD**—Department of Defense

**DDL** - Delinquent Document Listing

**DIFM** - Due-In Form Maintenance

**DMAS** - Dyna-Metric Microcomputer Analysis System

**DOC** - Designed Operational Capability

**DRMO** - Defense Reutilization and Marketing Office

**ERRC** - Expendability Recoverability Reparability Code

**ESD** - Electrostatic Sensitive Devise

**ESEX** - Emergency Supply Expert System

**ESOC** - Expedite Supply Operations Center

**FEDLOG** - Federal Logistics

**FRI** - Routing Identifier Record

**GSUs** - Geographically Separated Units

**HHT** - Handheld Terminal

**HPMSK** - High Priority Mission Support Kit

**IAW** - In Accordance With

**IDS** - Intrusion Detection System

**IM** - Information Management

**IMT** - Information Management Tool

**JCAL** - Automated Technical Order Program

**JCN** - Job Control Number

**LAN** - Local Area Network

**LOGMARS** - Logistics Marking System

**LP** - Local Purchase

**MAF** - Man-Hour Availability Factor

**MEP** - Management Engineering Program

**MHE** - Material Handling Equipment

**MICAP** - Mission Capability

**MICAS** - Mobility Inventory Control and Accountability System

**MRL** - Management Review List

**MSI** - Manpower Standards Implementation

**MSI** - Supply Point Issue

**MSK** - Mission Support Kit

**MSL** - Maintenance Supply Liaison

**NGB** - National Guard Bureau

**NSN** - National Stock Number

**OCCR** - Organization Cost Center Record

**PAS**—Personnel Accounting System Codes

**PC** - Personal Computer

**PFMR** - Project Fund Management Record

**PN** - Part Number

**POD** - Process Oriented Description

**QRL** - Quick Reference Listing

**QUP** - Quantity Unit Pack

**RA** - Resource Advisor

**RSP** - Readiness Spares Package

**SBSS** - Standard Base Supply System

**SND** - Stock Number Directory



**SNUD** - Stock Number Users Directory

**SORTS** - Status of Resources And Training System

**SPR** - Special Requisition

**SRD** - System Reporting Designator

**TO** - Technical Orders

**TA** - Table of Allowance

**TCI** - Time Change Item

**TCTO** - Time Compliance Technical Order

**TMO** - Transportation Management Office

**TMSK** - Temporary Mission Support Kit

**TNB** - Tail Number Bin

**TRIC** - Transaction Identification Code

**UDM** - Unit Deployment Manager

**UJC** - Urgency Justification Code

**UMD** - Unit Manpower Document

**UTA** - Unit Training Assembly

**WRM** - War Readiness Material

**WSMIS** - Weapon System Management Information System

### *Terms*

**Air National Guard Manpower Standard (ANGMS).** A numbered, specialized publication that quantifies manpower requirements for a work center, it also includes approved variances. See AFI 38-201.

**Man-Hour.** A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or similar combination of people working at a normal pace for a period of time equal to 60 minutes.

**Manpower Standard.** The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

**Process Oriented Description.** A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

## Attachment 2

**PROCESS ORIENTED DESCRIPTIONS  
COMBAT OPERATIONS SUPPORT FLIGHT SUPERVISION**

**Table A2.1. Listing of Functional Processes.**

1.	MANAGEMENT:
1.1.	ADMINISTERS PERSONNEL:
1.1.1.	INDOCTRINATES PERSONNEL. Conducts initial interview, makes the original job assignment, and acquaints newly assigned personnel with the work center.
1.1.2.	MONITORS TRAINING. Reviews training record, interviews and counsels trainee, determines training needs, monitors training progress, and effects corrective action when necessary.
1.1.3.	RATES PERFORMANCE:
1.1.3.1.	COUNSELS PERSONNEL. Counsels subordinates on manner of performance and progress in career development and suggests area for further improvement.
1.1.3.2.	PREPARES CIVILIAN PERFORMANCE RATING. Analyzes position, position description, and work center goals; drafts performance plan element and standard; discusses proposed performance plan with employee; finalizes performance plan; drafts substantiation of rating; marks appraisal factor, manner of performance; and finalizes performance appraisal.
1.1.4.	NOMINATES PERSONNEL FOR AWARD. Performs necessary research, drafts narrative, proofreads typed product for accuracy of content, and signs.
1.2.	SUPERVISES PERSONNEL:
1.2.1.	SCHEDULES PERSONNEL. Schedules personnel for shift work, overtime work, organizational duty, leave, and compensatory time off.
1.2.2.	DEVELOPS POLICY AND PROCEDURE. Develops policy, procedure, operating instruction, checklist and performance standard; including research, writing, proofreading for accuracy of content, and signing.
1.2.3.	DIRECTS AND CONTROLS SUBORDINATE WORK CENTER ACTIVITY. Plans, schedules, assigns work and establishes work priority, and oversees maintenance in progress to ensure compliance with directive, technical order (TO), schedule, procedure, quality standard, and fire, safety and security regulation.

1.2.4.	INFORMS PERSONNEL. Keeps personnel informed of change affecting individual or organizational status by means of personnel contact or written notice.
1.2.5.	RESOLVES PERSONNEL PROBLEM. Counsels and assists individual with morale, welfare, and disciplinary problem and takes corrective action when necessary to maintain discipline.
1.3.	MONITORS PROGRAM. Evaluates the effectiveness of special programs such as management improvement, safety, and foreign object damage within subordinate work center.
1.4.	COORDINATES WITH OTHER SUPERVISOR. Coordinates with Maintenance Commander and other work center as necessary to accomplish the work center mission.
1.5.	REVIEWS REPORT AND STATISTICAL DATA. Reviews report and maintenance man-hour accounting and statistical data for the purpose of evaluating work center status and identifying exception and trend that requires management attention.
1.6.	DEVELOPS PLAN. Develops and maintains applicable portion of day-to-day operating plan or annex to plan.
1.7.	REVIEWS DISTRIBUTION.
1.8.	INSPECTS FACILITY. Performs periodic inspection of maintenance facility, including inspection for adequacy of housekeeping, identification of safety and fire hazards.
1.9.	INVESTIGATES ACCIDENT AND INCIDENT. Investigates accident and incident associated with flight line personnel and writes the required safety report.
1.10.	RECEIVES AND ESCORTS OFFICIAL VISITOR. Receives visiting inspector or other official and assists as required to facilitate the accomplishment of their mission. Includes Quality Control inspection visit.
1.11.	DEVELOPS BUDGET ESTIMATE. Develops and submits projected requirement for fund, supply, equipment, and facility.
1.12.	PREPARES FOR CONDUCTS, AND/OR ATTENDS MEETING, BRIEFING OR CONFERENCE:
1.12.1.	PREPARES FOR MEETING, BRIEFING, OR CONFERENCE.
1.12.2.	CONDUCTS MEETING, BRIEFING, OR CONFERENCE.
1.12.3.	ATTENDS MEETING, BRIEFING, OR CONFERENCE.

1.14.	MONITORS EQUIPMENT, VEHICLE, AND/OR SUPPLY STATUS. Reviews, evaluates, and prepares justification, and takes follow-up and/or corrective action on the status of equipment, vehicle, and supply part.
2.	ENSURES TECHNICAL DATA AND MAINTENANCE PROCEDURES ARE ADHERED TO.
3.	PREPARES FOR UNIT TRAINING ASSEMBLY (UTA). Performs planning/scheduling task associated with preparation for UTA weekend.
4.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

## Attachment 3

**PROCESS ORIENTED DESCRIPTIONS  
COMBAT OPERATIONS SUPPORT FLIGHT REPAIR CYCLE**

**Table A3.1. Listing of Functional Processes.**

1.	REPAIR CYCLE:
1.1.	REVIEWS DUE OUT VALIDATION LISTINGS (M30).
1.1.1.	INITIATES REQUESTS TO PROCESS M30.
1.1.2.	RECEIVES AND REVIEWS M30 FROM STOCK CONTROL.
1.1.3.	TRANSMITS CHANGES TO STOCK CONTROL FOR INPUT.
1.2.	REVIEWS DUE IN FROM MAINTENANCE LISTING (DIFM) (D23):
1.2.1.	INITIATES REQUESTS TO PROCESS DIFM D23 LISTING.
1.2.2.	REVIEWS LISTING FOR DIFM STATUS DAILY.
1.2.3.	COORDINATES WITH CUSTOMER TO VERIFY STATUS AND LOCATION.
1.2.4.	ANNOTATES CHANGES ON D23.
1.2.5.	PROCESSES INPUTS TO UPDATE STATUS AND LOCATION.
1.3.	REVIEWS DAILY DOCUMENT REGISTER (D04):
1.3.1.	INITIATES REQUESTS TO PROCESS D04 LISTING.
1.3.2.	REVIEWS LISTING FOR MISSION CAPABILITY (MICAP) CAUSE CODES.
1.3.3.	IDENTIFIES CAUSE CODES TO STOCK CONTROL.
1.4.	REVIEWS SUPPLY POINT LISTING (Q13):
1.4.1.	INITIATES REQUESTS TO PROCESS SUPPLY POINT LISTING (Q13).
1.4.2.	REVIEWS LISTING FOR DEMAND DATA.
1.4.3.	COORDINATES WITH SHOPS TO VALIDATE REQUIREMENTS.
1.5.	REVIEWS AWAITING PARTS (AWP) VALIDATION LISTING (D19).

1.5.1.	INITIATES REQUESTS TO PROCESS D19.
1.5.2.	REVIEWS LISTING FOR STATUS.
1.5.3.	COORDINATES WITH SHOPS TO DETERMINE IF CROSS CANNIBALIZATION IS POSSIBLE.
1.5.4.	INITIATES FOLLOW-UP ACTION WHEN REQUIRED.
1.6.	REVIEWS REPAIR CYCLE DATA LIST (Q04).
1.6.1.	INITIATES REQUESTS TO PROCESS REPAIR CYCLE DATA LIST.
1.6.2.	IDENTIFIES CRITICAL ITEMS.
1.6.3.	ENSURES CRITICAL ITEMS ARE PROCESSED WITHIN 3 DAYS.
1.6.4.	VALIDATES DELIVERY DESTINATION.
1.6.5.	PROCESSES 1DE (DELIVERY DESTINATION RECORD LOAD/CHANGE/DELETE) TO UPDATE.
1.7.	REVIEWS MICAP ASSET SOURCING SYSTEM (MASS/STANDARD BASE SUPPLY SYSTEM (SBSS) END OF DAY RECONCILIATION REPORT:
1.7.1.	REVIEWS REPORT TO IDENTIFY MISMATCHES BETWEEN SBSS AND MASS.
1.7.2.	CONDUCTS RESEARCH TO DETERMINE REQUIRED CORRECTIVE ACTIONS.
1.7.3.	PROCESSES INPUTS TO CORRECT DISCREPANCIES.
1.8.	REVIEWS TWO-LEVEL MAINTENANCE (2LM) METRICKS LISTING (D31):
1.8.1.	INITIATES REQUESTS TO PROCESS 2LM METRICS LISTING.
1.8.2.	REVIEWS ISSUE EFFECTIVENESS, CUSTOMER BACK ORDER WAIT TIME, REPAIR CYCLE AND TURN-IN TRANSACTIONS.
1.8.3.	TAKES APPROPRIATE ACTION TO IMPROVE REPAIR CYCLE TIME.
1.8.4.	FILES THE LISTING.
1.9.	CONDUCTS RESEARCH:
1.9.1.	PROCESSES ITEM RECORD/PART NUMBER LOAD.

1.9.2.	NOTIFIES THE CUSTOMER THAT ITEM IS NOT LOADED.
1.9.3.	ASSISTS CUSTOMERS IN RESEARCH.
1.9.4.	DETERMINES ACTION REQUIRED.
1.10.	RESEARCHES ITEM NOT LOADED BY NATIONAL STOCK NUMBER (NSN):
1.10.1.	INPUTS AND PROCESSES ITEM RECORD INQUIRY.
1.10.2.	RESEARCHES FEDLOG/D043A FOR NSN.
1.10.3.	OBTAINS REQUIRED INFORMATION TO PERFORM ITEM RECORD LOAD IF NSN IS LOCATED.
1.10.4.	CONTACTS CUSTOMER ASSISTANCE CENTER (CASC) HELP LINE IF NSN CANNOT BE LOADED.
1.10.5.	PROVIDES REQUESTED INFORMATION TO CASC FOR RESEARCH.
1.11.	RESEARCHES ITEM NOT LOADED BY PART NUMBER (PN):
1.11.1.	RESEARCHES FEDERAL LOGISTICS (FEDLOG)/D043A FOR PN.
1.11.2.	OBTAINS REQUIRED INFORMATION TO PERFORM ITEM RECORD LOAD IF PN IS LOCATED.
1.11.3.	CONTACTS CASC HELP LINE IF PN CANNOT BE LOCATED.
1.11.4.	PROVIDES REQUESTED INFORMATION TO CASC FOR RESEARCH.
1.11.5.	VALIDATES REQUIREMENT WITH CUSTOMER AFTER RESPONSE FROM CASC.
1.12.	INPUTS ITEM RECORD LOAD:
1.12.1.	PROCESSES FIL SCREEN #442.
1.12.2.	PROCESSES STOCK NUMBER INQUIRY TO VERIFY THE ITEM RECORD IS LOADED STOCK NUMBER INTERROGATION (SCREEN #233)
1.13.	RESEARCHES LOAD, CHANGE, AND DELETE APPLICATION CODES ON ITEM RECORD:
1.13.1.	INPUTS AND PROCESSES TRANSACTION IDENTIFICATION CODE (TRIC) 1AP TO LOAD, CHANGE OR DELETE APPLICATION CODE.



1.13.2.	PROCESS STOCK NUMBER INQUIRY TO VERIFY COMPLETION (SCREEN #233).
1.14.	VERIFIES PRICE ON POSSIBLE OVERCHARGE:
1.14.1.	PERFORMS RESEARCH UTILIZING FEDLOG/DO43A TO VALIDATE ITEM PRICE.
1.14.2.	INPUTS AND PROCESSES TRIC FCU (UNIT OF ISSUE AND OR UNIT PRICE CHANGE INPUT).
1.15.	RESEARCHES CUSTOMER REQUEST:
1.15.1.	REVIEWS CUSTOMER REQUESTS TO DETERMINE CUSTOMER NEEDS.
1.15.2.	PERFORMS RESEARCH TO DETERMINE CORRECTIVE ACTION.
1.15.3.	RESEARCHES TOS OR JOB GUIDES.
1.15.4.	CONTACTS APPROPRIATE SUPPORT AGENCIES.
1.15.5.	DISCUSSES POSSIBLE SOLUTIONS WITH CUSTOMER.
1.15.6.	TAKES NECESSARY CORRECTIVE ACTION.
1.15.7.	NOTIFIES CUSTOMER WHEN ALL ACTION HAS BEEN ACCOMPLISHED.
1.16.	ASSISTS CUSTOMER WITH AF IMT 86, <i>REQUESTS FOR CATALOG DATA/ACTIONS</i> :
1.16.1.	REVIEWS CUSTOMER REQUEST TO DETERMINE NEEDS.
1.16.2.	PERFORMS RESEARCH TO DETERMINE CORRECTIVE ACTION.
1.16.3.	CONTACTS APPROPRIATE SUPPORT AGENCIES.
1.16.4.	DISCUSSES POSSIBLE SOLUTIONS WITH CUSTOMER.
1.16.5.	FORWARDS INFORMATION TO STOCK CONTROL.
1.17.	PROCESSES L OR P SPECIALIZED STOCK NUMBER:
1.17.1.	INITIATES REQUEST.
1.17.2.	OBTAINS REQUIRED INFORMATION FROM CUSTOMER.
1.17.3.	ASSIGNS L OR P SERIALIZED CONTROL NUMBERS.

1.17.4.	ANNOTATES SERIALIZED CONTROL LOG.
1.17.5.	PROCESSES FIL (SCREEN #442).
1.17.6.	PROCESSES STOCK NUMBER INQUIRY TO VALIDATE INPUT.
1.17.7.	FORWARDS ALL INFORMATION TO STOCK CONTROL.
1.18.	MAINTAINS A QUICK REFERENCE LISTING (QRL):
1.18.1.	COORDINATES WITH CUSTOMER TO IDENTIFY AND CONSOLIDATE ITEMS REQUIRED TO INITIATE A QRL.
1.18.2.	CONDUCTS RESEARCH.
1.18.3.	EDITS AND PUBLISHES UPDATEED QRL AS NECESSARY.
1.18.4.	PERFORMS SEMI-ANNUAL VALIDATION.
1.19.	PROCESSES LETTERS FOR INITIAL ISSUE REQUESTS:
1.19.1.	REVIEWS FOR ACCURACY UPON RECEIPT OF INITIAL REQUESTS FOR ALPHA BUDGET CODE ITEMS.
1.19.2.	FORWARDS FOR APPROVAL.
1.19.3.	PROCESSES ISSUE REQUEST WITH DEMAND CODE 'T' UPON APPROVAL.
1.19.4.	FILES APPROVED INITIAL ISSUE REQUEST.
1.20.	PROCESSES ISSUE REQUESTS ON-LINE:
1.20.1.	PREPARES REQUEST FORM.
1.20.2.	RECEIVES CUSTOMER REQUEST.
1.20.3.	VERIFIES THAT REQUEST HAS ALL REQUIRED INFORMATION.
1.20.4.	ASSIGNS THE NEXT SERIALIZED DOCUMENT NUMBER.
1.21.	PROCESS SBSS ISSUE REQUEST:
1.21.1.	ESTABLISHES REQUIREMENT FROM CUSTOMER.
1.21.2.	ASSIGNS DOCUMENT NUMBER.
1.21.3.	INPUTS AND PROCESSES CUSTOMER REQUEST.

1.21.4.	REVIEWS MANAGEMENT NOTICE.
1.21.5.	NOTIFIES CUSTOMER OF ASSET AVAILABILITY.
1.22.	PROCESSES KILL NOTICE:
1.22.1.	REVIEWS MANAGEMENT NOTICE TO VALIDATE BASE ASSETS.
1.22.2.	NOTIFIES CUSTOMER OF ASSET AVAILABILITY.
1.23.	PROCESSES REJECT NOTICE:
1.23.1.	DETERMINES REASON FOR REJECT.
1.23.2.	TAKES CORRECTIVE ACTION.
1.23.3.	PROCESSES INQUIRY TO ENSURE CORRECTIVE ACTION IS COMPLETE.
1.23.4.	REPROCESSES ORIGINAL CUSTOMER REQUEST.
1.23.5.	NOTIFIES CUSTOMER OF TRANSACTION STATUS.
1.24.	PROCESSES DUE-OUT NOTICE:
1.24.1.	RECEIVES AND REVIEWS DUE-OUT MANAGEMENT NOTICE.
1.24.2.	NOTIFIES REQUESTER ACCORDING TO ESTABLISHED PROCEDURES.
1.25.	REQUESTS VERIFICATION:
1.25.1.	REVIEWS KILL NOTICE FOR ASSET NON-AVAILABILITY.
1.25.2.	DETERMINES BACK ORDER PRIORITY.
1.26.	PROCESSES ISSUE CANCELLATION:
1.26.1.	RECEIVES CUSTOMER REQUEST FOR CANCELLATION.
1.26.2.	ANNOTATES REQUESTS.
1.26.3.	FILES DOCUMENTATION.
1.27.	PREPARES ISSUE REQUEST OFF-LINE (POST-POST):
1.27.1.	RECEIVES CUSTOMER REQUEST AND NOTIFIES THE CUSTOMER OF POST-POST OPERATIONS.

1.27.2.	VERIFIES REQUEST HAS ALL PERTINENT INFORMATION CONCERNING THE CUSTOMER.
1.27.3.	VERIFIES REQUESTS FOR ALL PERTINENT INFORMATION CONCERNING REQUESTED ITEM.
1.27.4.	ASSIGNS THE NEXT SERIALIZED NUMBER.
1.28.	RESEARCHES AUTOMATED STOCK NUMBER USER DIRECTORY:
1.28.1.	UTILIZES ASNUD TO VERIFY THE ON HAND STATUS BALANCE, AND WAREHOUSE LOCATION.
1.28.2.	ANNOTATES THE INFORMATION ON ISSUE DOCUMENTATION.
1.29.	COORDINATES WITH STORAGE LOCATION:
1.29.1.	DETERMINES THE AVAILABILITY OF REQUESTED ITEM OR ANY SUBSTITUTE.
1.29.2.	PREPARES ISSUE DOCUMENT.
1.29.3.	FORWARDS POST-POST NOTICE TO STORAGE LOCATION.
1.29.4.	UPDATES MANAGEMENT LISTING.
1.30.	PROCESS REQUEST FOR DUE-OUT REQUIRING VERIFICATION:
1.30.1.	REVIEWS ASSET NON-AVAILABILITY.
1.30.2.	DETERMINES BACK ORDER PRIORITY.
1.31.	PROCESSES POST-POST RECOVERY:
1.31.1.	PERFORMS QUALITY CONTROL ON POST-POST DOCUMENTS.
1.31.2.	PROCESSES THE TRANSACTIONS.
1.31.3.	FORWARDS SOURCE DOCUMENTS TO DOCUMENT CONTROL.
1.32.	PROCESS REJECT NOTICE:
1.32.1.	DETERMINES REASON FOR REJECT.
1.32.2.	TAKES CORRECTIVE ACTION.
1.32.3.	REPROCESSES ORIGINAL CUSTOMER REQUEST.

2.	MANAGES TIME COMPLIANCE TECHNICAL ORDER (TCTO) KIT PROGRAMS:
2.1.	RECEIVES REQUEST.
2.2.	PROCESSES REQUEST.
2.3.	RECEIVES KIT.
2.4.	ISSUES KIT TO MAINTENANCE AND OBTAINS ALL SIGNATURES FOR DOCUMENTATION.
2.5.	PERFORMS TCTO RECONCILIATION.
2.5.1.	REVIEWS AND DISTRIBUTES TCTO KIT RECONCILIATION LISTING.
2.5.2.	PREPARES CHANGES AND UTILIZES COMPUTER SYSTEM FOR UPDATE PROCESSING.
2.6.	PREPARES FOR AND ATTENDS TCTO MEETING.
2.6.1.	PREPARES AND DISTRIBUTES MINUTES OF MEETING.
2.6.2.	WORKS ACTION ITEMS FROM MEETING.
2.7.	PROCESSES EXCESS TCTO KIT.
2.8.	PROCESSES TCTO KIT TRANSFER.
3.	MANAGES TIME CHANGE ITEM (TCI) REQUIREMENT:
3.1.	PROCESSES REQUIREMENT.
3.2.	PROCESSES REQUEST.
3.3.	MONITORS STATUS.
3.4.	CANCELLATION OF TCI REQUIREMENT.
4.	MONITORS DUE IN FROM MAINTENANCE (DIFM):
4.1.	REVIEWS DIFM LISTING.
4.2.	PERFORMS DIFM RECONCILIATION.
5.	MANAGES AWAITING PARTS (AWP) PROGRAM:
5.1.	REVIEWS AWP VALIDATION LISTING (D19).

5.2.	RESEARCHES FOR AWP LATERAL SUPPORT.
6.	RECOMMENDS CROSS-CANNIBALIZATION ACTION:
6.1.	TERMINATES AWP END-ITEM.
6.2.	PROCESSES DIFM TURN-IN.
7.	MANAGES SUPPLY POINT PROGRAM:
7.1.	PROCESS SUPPLY POINT PROGRAM AUTHORIZATION TO ADD, CHANGE OR DELETE.
7.2.	DISTRIBUTES DOCUMENTATION ACCORDINGLY.
8.	PROCESSES SUPPLY POINT ISSUE (MSI):
8.1.	RECEIVES REQUEST FOR ISSUE OF SUPPLY POINT ASSET.
8.2.	ENSURES PROPER DISTRIBUTION OF DOCUMENTATION.
8.3.	SCHEDULES AND PERFORMS RECONCILIATION.
8.4.	CONDUCTS SUPPLY POINT INVENTORY.
8.5.	REQUEST FOR SPECIAL INVENTORY.
9.	MAINTAINS TAIL NUMBER BIN (TNB) AND DUE-OUT RELEASE POINT:
9.1.	ENSURES PARTS ARE NOT RELEASED WITHOUT PROPER DOCUMENTATION.
9.2.	INFORMS MAINTENANCE OF TNB ASSETS WHICH MAY PREVENT OR SATISFY A MISSION LIMITING CONDITION.
9.3.	TRACKS ITEMS PLACED IN THE TNB BY TAIL NUMBER, SERIAL NUMBER OR EQUIPMENT IDENTIFICATION NUMBER.
10.	CONSOLIDATED AIRCRAFT MAINTENANCE SYSTEM (CAMS) PROCESSING:
10.1.	ESTABLISHES REQUIREMENT.
10.2.	PROCESSES REQUEST ON SCREEN #72.
10.3.	RECORDS DOCUMENT NUMBER.

10.4.	NOTIFIES CUSTOMER OF ASSET AVAILABILITY.
10.5.	PROCESSES KILL NOTICE.
10.6.	PROCESSES REJECT NOTICE.
10.7.	PROCESSES CONDITION CHANGES.
10.8.	PROCESSES AIRCRAFT DOCUMENT REVIEW.
11.	MONITORS PRIORITY DUE-IN AND DUE-OUT STATUS.
12.	MANAGES SUPPLY DIFFICULTY REQUESTS.
12.1.	VALIDATES REQUESTS.
12.2.	FORWARDS TO STOCK CONTROL.
12.3.	CONDUCTS FOLLOW-UP.
13.	LOCALLY MANUFACTURED ITEM:
13.1.	REVIEWS DOCUMENTATION.
13.2.	PREPARES AND PROCESSES REQUEST FOR MATERIALS.
13.3.	MONITORS STATUS.
14.	REUSEABLE CONTAINER PROGRAM:
14.1.	STORES REUSEABLE CONTAINERS.
14.2.	FORWARD EXCESS UNUSED REUSABLE CONTAINERS TO TMO.
14.3.	PREPARES ALL DOCUMENTATION CONCERNING REUSEABLE CONTAINERS.
15.	PROCESSES ORGANIZATIONAL REFUSAL:
15.1.	COORDINATES WITH CUSTOMER TO DETERMINE REASON FOR ORGANIZATIONAL REFUSAL.
15.2.	CONDUCTS RESEARCH.
15.3.	PROVIDES CUSTOMER FEED BACK.
16.	ASSISTS THE BASE PRECIOUS METALS RECOVERY PROGRAM.

17.	REVIEWS AND PROCESSES REJECT LISTING (D818).
18.	REVIEWS DELIQUENT DOCUMENT LISTING.
19.	PICKS UP AND DELIVERS ITEM TO CUSTOMER:
19.1.	PICKS UP ITEM AND DELIVERS TO CUSTOMER LOCATION.
19.2.	OFF LOADS ITEM AND OBTAINS AUTHORIZED SIGNATURES.
19.3.	TRANSPORTS ITEMS TO BE RETURNED TO SUPPLY.
20.	REVIEWS REJECT LISTING.
21.	PROCESSES PMEL REQUEST FOR NEW CALIBRATIONS.
22.	PROCESSES REVERSE POST ACTIONS.
23.	MAINTAINS COMPUTER SECURITY.
24.	UTA PREPARATION.
25.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.



## Attachment 4

**PROCESS ORIENTED DESCRIPTIONS**  
**COMBAT OPERATIONS SUPPORT RETAIL SALES/INDIVIDUAL EQUIPMENT**

**Table A4.1. Listing of Functional Processes.**

1.	RETAIL SALE/INDIVIDUAL EQUIPMENT.
1.1.	RECEIVES MATERIAL:
1.1.1.	OFF-LOADS. Off-loads item and places item on conveyor system or in warehouse receiving area. Uses forklift to remove heavy/bulky item scheduled to be stored in warehouse.
1.1.2.	PROCESSES ITEM FOR STORAGE. Opens storage container and verifies item with enclosed receipt document. Verifies stock number, quantity, and condition of item. Signs and dates appropriate block. Attaches copy of receipt to received material and places in tote box or pre-storage Area. Inputs receipt data into terminal. Identifies damaged item and shipment discrepancy.
1.1.3.	PROCESSES TURNED IN MATERIAL. Receives material and identifies item to federal stock number. Researches federal stock number if documentation is not attached. Obtains serialized document number and annotates issue/turn-in request with document number, number of items turned in, federal stock number, and other required data. Date stamps document and distributes required copies. Inputs data into terminal, receives computer disposition notice, and attaches to material.
1.1.4.	PROCESSES LOCAL PURCHASE (LP) ITEM FOR STORAGE OR ISSUE. Receives shipment and billing. Compares item received against specified local purchase documentation. Identifies and annotates discrepancy between item ordered and received or damaged property. Signs for material, date stamps, and routes documentation. Inputs data into terminal. Files copy of supporting documentation in LP contract file. Coordinates contracting discrepancy.
1.2.	PERFORMS INSPECTION:
1.2.1.	INSPECTS BIN ITEM. Obtains listing and travels to specified storage bin location. Compares item expiration data against shelf life code listing. Annotates item short expiration date on listing. Pulls expired item. Inspects bin item to ensure first-in item will be first out.
1.2.2.	INPUTS CHANGE INTO TERMINAL.
1.2.4.	UPDATES OUTDATED MATERIAL. Retags item in stock with new expiration date.

1.2.5.	PROCESSES IDENTITY CHANGE. Researches item for proper identity and prepares and inputs transaction. Moves property to Storage and Issue area for warehousing.
1.2.6.	PROCESSES INQUIRY. Receives and reviews message and processes inquiry to identify affected area.
1.2.7.	INSPECTS LP ASSET. Inspects property received from vendor. Verifies material purchased under wash post that is not equipment. Coordinates with contracting for incorrect, damaged, or short item received.
1.2.8.	INSPECTS TURNED IN ASSET. Inspects asset being turned in and verifies part number to stock number. Processes serviceable property to stock. Processes unserviceable asset for shipment or assigns unserviceable pending disposition instructions.
1.2.9.	INSPECTS ITEM BEING SHIPPED. Inspects item being shipped for correct stock number and quantity. Authenticates shipment notice.
1.2.10.	PROCESSES ORGANIZATIONAL REFUSAL.
1.3.	STORES AND ISSUES PROPERTY:
1.3.1.	STORES SUPPLY ITEM RECEIVED. Transports item from temporary receiving area to specified bin location and stores property. Uses forklift/truck to move item from receiving area to warehouse/outside storage. Off-loads and stores item in location.
1.3.2.	PROCESSES SERVICEABLE TURN-IN. Transports material to storage bin location and stores.
1.3.3.	ISSUES ITEM. Travels to specified bin/storage location or temporary receiving area and pulls item for issue. Authenticates document, attaches issue receipt to material, and transports to appropriate delivery area. Assists in loading heavy or bulky item. Notifies supervisor of observed chemical/toxic spill.
1.4.	PROCESSES WAREHOUSE LABEL ACTION:
1.4.1.	PROCESSES WAREHOUSE LOCATION ADD. Receives new stock number. Goes to empty bin location, annotates new location, inputs data into terminal, creates temporary label, and attaches to bin. Verifies new bin location against delinquent document listing (DDL). Records new bin location on stock number directory (SND). Files and suspenses copy of management notice. Receives, labels, and verifies against notice. Replaces temporary with permanent label.

1.4.2.	PROCESSES WAREHOUSE LOCATION DELETE. Receives notification of delete and verifies bin location. Verifies changed bin location on daily document register. Checks daily item record and deletes and processes against daily document register. Requests required special inventory to identify warehouse problem. Removes bin label.
1.4.3.	PROCESSES WAREHOUSE LOCATION CHANGE. Analyzes storage space and relocates property. Assigns warehouse location, creates temporary bin label, inputs data into terminal, enters/updates SND, and verifies location against DDL.
1.5.	CONDUCTS WAREHOUSE VALIDATION:
1.5.1.	PREPARES FOR VALIDATION. Receives and reviews inventory schedule, prepares validation schedule, and distributes copy to required offices. Requests validation listing and bin labels and picks up Logistics Marking System (LOGMARS) handheld terminal (HHT).
1.5.2.	PERFORMS WAREHOUSE VALIDATION. Performs validation to include ensuring property and quantity in location matches stock number and quantity on outside label.
1.5.3.	REQUESTS SPECIAL INVENTORY. Processes warehouse location change/validation card to correct error detected during validation. Requests a special inventory when corrective action cannot be taken to resolve the discrepancy.
1.5.4.	PROCESSES SERVICEABLE BALANCE OR INDICATES NO WAREHOUSE LOCATION/DUPLICATE WAREHOUSE LOCATION. Physically checks location, performs research to identify discrepancy, and resolves problem.
1.5.5.	MANAGES REUSABLE CONTAINER PROGRAM.
1.6.	PICKS UP AND DELIVERS ITEM. Picks up item from delivery bin and transports to specified customer location. Off-loads item and obtains authorized customer signature. Picks up item to be returned to supply, delivers to warehouse receiving section, and processes documentation.
1.7.	TRANSPORTS MATERIAL TO DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO) AND REVIEWS REJECT LISTING:
1.7.1.	PROCESSES WAREHOUSE REFUSAL. Conducts research of warehouse refusal and takes necessary action.
1.7.2.	REVIEWS LISTING. Reviews listing to identify rejects applicable to Warehouse Operations.
1.7.3.	TAKES CORRECTIVE ACTION. Researches to identify reason for reject. Prepares clear data and forwards to the reject monitor.

1.8.	REVIEWS DELINQUENT DOCUMENT LISTING:
1.8.1.	REVIEWS LISTING. Reviews listing to identify those delinquent documents applicable to Warehouse Operations.
1.8.2.	TAKES CORRECTIVE ACTION. Researches to find lost or misplaced document. Forwards to Document Control or re-accomplishes document.
1.9.	ISSUES PROPERTY:
1.9.1.	RETRIEVES PROPERTY. Compares property received with issue or due-out release document and prepares for delivery.
1.9.2.	LOADS AND DELIVERS PROPERTY. Loads property and delivers to appropriate shop. Places property of due-out notice in bin, removes flag from bin, signs or obtains signature, and posts placard. Returns and forwards copy to Document Control.
1.10.	ESTABLISHES NEW INDIVIDUAL ACCOUNT:
1.10.1.	VERIFIES LIST. Receives listing, coordinates with Records Maintenance to have organization shop code loaded, and verifies list of requested item.
1.10.2.	INPUTS DATA INTO TERMINAL.
1.10.3.	REQUESTS NEW LISTING AND LABEL. Requests new listing and label, forwards listing to new location, and places new label on bin.
1.10.4.	CHECKS QUANTITY UNIT PACK (QUP). Reviews listing to identify change required to match QUP with authorized quantity. Inputs required change into terminal, requests label, and forwards to location.
1.11.	REVIEWS DELINQUENT DOCUMENT LISTING:
1.11.1.	REVIEWS LISTING. Reviews listing to identify those delinquent document's applicable to bench stock.
1.11.2.	TAKES CORRECTIVE ACTION. Performs research to locate document and forwards to Document Control or re-accomplishes document.
1.11.3.	CONDUCTS WAREHOUSE INVENTORY:
1.11.3.1.	PREPARES FOR INVENTORY. Coordinates with munitions custodian. Receives and reviews inventory card count listing.
1.11.3.2.	INVENTORIES PROPERTY. Travels to location, counts property, annotates card count inventory, and returns.

1.11.3.3.	INVENTORIES PROPERTY. Travels to storage location, counts property, annotates quantity, and returns.
1.11.4.	PREPARES REQUIRED DOCUMENTATION AND OBTAINS SIGNATURE.
1.12.	CONDUCTS SPECIAL INVENTORY:
1.12.1.	PREPARES FOR INVENTORY. Prepares special inventory input to freeze item record and obtains bin location on SND.
1.12.2.	INVENTORIES PROPERTY. Travels to location, counts property, and returns.
1.12.3.	RESEARCHES TRANSACTION HISTORY. Researches and documents line item data and reject. Clears reject and or initiates reverse post action.
1.12.4.	PREPARES RECAP SHEET. Prepares inventory recap sheet and adjusts inventory count.
1.12.5.	RESEARCHES INDICATOR PROBLEM AREA.
1.12.6.	INPUTS ADJUSTED DATA INTO TERMINAL.
1.12.7.	TAKES CORRECTIVE ACTION. Annotates reject listing indicating corrective action taken or prepares reject clear data.
1.13.	REVIEWS DELINQUENT DOCUMENT LISTING
1.14.	MONITORS PROCESSING OF POST-POST RECOVERY. Annotates problems that occur during post-post and analyzes to derive at recommended solutions. Drafts analysis letter and forwards to appropriate activities.
1.15.	RESEARCHES AND VALIDATES REQUEST. Provides assistance to customer. Checks Table of Allowance (TA) and Allowance Source Code (ASC) listing and prepares data for input into terminal. Ensures proper coordination and approval. Prepares input to computer for approved equipment request, signs form, and forwards incorrect request to originator. If rental, reviews request for purchase to ensure adequate information is available and logs equipment request on AF IMT 600, <i>Equipment Control Register</i> . Maintains rental folders and, if applicable, ensures contract is validated.
1.16.	MANAGES ISSUE EXCEPTION CODE. Initiates input to add or delete issue exception code on the item record.
1.17.	REVIEWS REQUEST AND RESEARCHES SUPPLY STATUS.
1.17.1.	PREPARES MESSAGE. Collects data, prepares message for unacceptable status on supply item, transmits to appropriate agency, and annotates log.

1.17.2.	PERFORMS FOLLOW-UP ON DELINQUENT RESPONSE.
1.17.3.	RECEIVES MESSAGE. Receives message on supply status, evaluates response, annotates log, and forwards to requesting organization.
1.18.	PROCESSES LOCAL PURCHASE (LP) REQUEST:
1.18.1.	RECEIVES LP REQUEST. Receives requisition, obtains supporting documentation, coordinates, and forwards to contracting.
1.18.2.	PREPARES LP PURCHASE OUTPUT. Receives status, prepares input, and distributes output.
1.18.3.	PURGES AND VERIFIES TRAVELING PURCHASE REQUEST.
1.18.4.	PERFORMS LP FOLLOW-UP. Researches reoccurring discrepancy and annotates listing.
1.19.	MANAGES STATUS FOR REQUIREMENT. Receives and reviews listing. Ensures due-outs have due-ins and due-ins have valid status meeting MILSTRIP time frames. Performs follow-up as required.
1.20.	UPDATES STATUS:
1.20.1.	PROCESSES REQUISITION STATUS FROM SOURCE OF SUPPLY. Prepares and inputs status received from source of supply via narrative message or telecom.
1.20.2.	UPDATES DEPOT GENERATED CANCELLATION. Receives and reviews depot generated cancellation, determines action to be taken, and coordinates with information management, technician, production specialist, and customer.
1.20.3.	INITIATES DUE-OUT CANCELLATION. Receives request, prepares input, and enters data into terminal.
1.20.4.	SUSPENSES COPY. Suspenses copies one and two of listing to Document Control and Transportation for their review and annotation/action.
1.20.5.	COORDINATES WITH TRANSPORTATION MANAGEMENT OFFICE (TMO). Coordinates with TMO/Transportation Management Office in tracing those shipments identified on the listing, which can be traced.
1.20.6.	VALIDATES PROCESS. Performs research in the transaction history register (D06) to determine whether the receipts were processed correctly.
1.21.	MONITORS MATERIEL DEFICIENCY REPORT. Receives report, coordinates with affected agencies, monitors required follow-up action, prepares input into terminal upon receipt of final disposition instruction, and files completed action.

1.21.1.	PERFORMS ANNUAL VALIDATION.
1.21.2.	COORDINATES ON MATERIAL OBLIGATION VALIDATION REVIEW.
1.22.	REVIEWS REJECT LISTING:
1.22.1.	REVIEWS LISTING. Reviews daily reject listing and identifies applicable discrepancy.
1.22.2.	CLEARs REJECT. Researches discrepancy and annotates reject listing indicating corrective action taken. Prepares reject clear card.
2.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

## Attachment 5

**PROCESS ORIENTED DESCRIPTIONS  
COMBAT OPERATIONS SUPPORT FLIGHT RESEARCH & DEMAND PROCESSING**

**Table A5.1. Listing of Functional Processes.**

1.	RESEARCH:
1.1.	PROCESSES ITEM NOT LOADED OR PART NUMBER REQUEST:
1.1.1.	PERFORMS RESEARCH:
1.1.1.1.	RESEARCHES ITEM NOT LOADED BY STOCK NUMBER. Receives and reviews request and reject notice. Determines required action, and researches SND, ML-C, Master Cross Reference List, and/or other available management tool.
1.1.1.2.	RESEARCHES FOR PART NUMBER. Receives and reviews request. Determines required action and researches MCRL-1, MCRL-3, off-line files, and/or other available management tool.
1.1.1.3.	INPUTS ITEM RECORD LOAD. Prepares and inputs new item record load.
1.2.	PERFORMS SUPPORT RESEARCH:
1.2.1.	VERIFIES PRICE ON POSSIBLE OVERCHARGE. Performs research to verify correct price on item.
1.2.2.	RESEARCHES CANCELLATION STATUS. Receives and reviews notification and researches cancellation status from depot for replacement item.
1.2.3.	DETERMINES INTERCHANGEABLE AND SUBSTITUTE COMPATIBILITY. Performs research to determine interchangeable and substitute (I&S) compatibility.
1.2.4.	PROCESSES REQUEST FOR ADDITIONAL DESCRIPTION. Receives and reviews request from contracting and performs research to obtain additional description.
1.2.5.	RESEARCHES CUSTOMER REQUEST. Receives and reviews inquiry, performs research on problem encountered by customer, and answers customer inquiry.
1.3.	RESEARCHES NON-MANAGEMENT REVIEW LIST (MRL) ITEM. Performs research on non-MRL item and returns to appropriate agency.
1.3.1.	MAINTAINS OFF-LINE SUPPORT FILE:



1.3.2.	PURGES ACTIVE FILE. Checks against file to determine if stock number has been assigned and purges file.
1.3.3.	UPDATES FILE. Updates DD Form 1348-6, <i>SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT, DOD (MANUAL-LONG FORM)</i> , Non-NSN Requisition (Manual) file from D04, Daily Document Register, or other listing.
1.3.4.	ASSIGNS L OR P SERIALIZED STOCK NUMBER. Annotates record data for assignment of L or P serialized stock number.
1.3.5.	MAINTAINS CENTRAL RESEARCH FILE AND PUBLICATION. Determines need; requisitions, receives, distributes, files, and updates publication (to include TOs).
1.3.6.	REVIEWS REJECT LISTING:
1.3.6.1.	REVIEWS LISTING. Reviews listing and identifies those rejects pertaining to Research.
1.3.6.2.	TAKES CORRECTIVE ACTION. Researches to identify reason for reject. Prepares reject clear card data and forwards to reject monitor.
1.4.	RECORDS MAINTENANCE:
1.4.1.	MAINTAINS ITEM RECORD:
1.4.1.1.	PREPARES "FIC/FCU/FIDISC" REQUEST. Receives and initiates request, performs research, and inputs into terminal.
1.4.1.2.	RECEIVES "FIL/FNL" DATA. Receives input for completed load. Reviews for error, makes necessary correction, and updates SND.
1.4.2.	REVIEWS, LOADS, AND VERIFIES SUPPORT RECORD:
1.4.2.1.	LOADS OR CHANGES ROUTING IDENTIFIER RECORD (FRI). Assists computer support base (CSB) in loading or changing FRI.
1.4.2.2.	COORDINATES COMBAT SUPPLY SYSTEM ORGANIZATION COST CENTER RECORD LOAD.
1.4.2.3.	COORDINATES SHIPPING DESTINATION RECORD. Receives Repairable Item Movement Control Report management notice, coordinates with CST, and maintains the DOD Activity Address List.
1.4.2.4.	COORDINATES SYSTEM REPORTING DESIGNATOR (SRD) RECORD. Coordinates SRD with CSB.

1.4.2.5.	COORDINATES EXCEPTION PHRASE RECORD.
1.4.3.	MONITORS FREEZE CODE:
1.4.3.1.	ANNOTATES AND FILES FREEZE NOTICE. Receives and files Freeze Code Load/Delete. Annotates freeze code (A) notice in accordance with manual.
1.4.3.2.	SCREENS FREEZE CODE LISTING. Screens and purges freeze code suspense file.
1.4.3.3.	DIRECTS/REMOVES FREEZE CODE. Removes or notifies each section responsible for frozen item records of the records requiring prompt clearance.
1.4.4.	MAINTAINS STOCK NUMBER DIRECTORY (SND) AND DAILY DOCUMENT REGISTER:
1.4.4.1.	RECEIVES, UPDATES, AND FILES SND.
1.4.4.2.	RECEIVES AND FILES DAILY DOCUMENT REGISTER.
1.4.4.3.	CHECKS SUSPENSE. Verifies accuracy of Records Maintenance suspense document. Corrects and re-inputs discrepancy.
1.4.5.	MAINTAINS OTHER LISTING. Maintains the Interchangeability and Substitute Grouping Listing, Organizational Effectiveness Report, Indicative Data Portion, Routing Identifier Record Listing, Exception Phrase Listing, Shipping Destination Record Listing, and Repair Cycle Data Listing.
1.4.5.1.	REPLACES LISTING. Receives new listing, removes old from file, and files new listing.
1.4.5.2.	CHECKS STOCK LIST. Checks stock list, stock list change, and General Services Administration catalog for correct data on Federal Stock Codes 65 and 89.
1.4.5.3.	POSTS LISTING. Manually posts entry in listing and performs research.
1.4.6.	PREPARES REQUEST FOR CATALOGING DATA OR ACTION:
1.4.6.1.	RECEIVES MANAGEMENT NOTICE. Receives request for research action, management notice, or directive. Screens reference control log and creates suspense.
1.4.6.2.	PERFORMS RESEARCH. Runs inquiry, coordinates with customer if necessary, researches stock list or catalog, and obtains necessary information.
1.4.6.3.	PREPARES SHORT OR LONG AF IMT 86. Hand scribes data on all required blocks of AF IMT 86 and assigns control number.

1.4.6.4.	SUBMITS BZA/BZB. Proofs data and prepares for transmission. Maintains active and completed file. Places duplicate copy of AF IMT 86 in active file when prepared. Upon receipt of completed notice, annotates data received, pulls all records from the active file, places in completed file, and posts AF IMT 86 log.
1.4.6.5.	RECEIVES RESPONSE. Receives Bulletin Board System response from AFMC with estimated completion date, files response in back of BZA/BZB file, and posts data in AF IMT 86 control log. Submits request for cancellation by duplicating AF IMT 86, printing "DELETE" across the face, and mails to the suspense and Control System.
1.4.6.6.	PERFORMS FOLLOW-UP. Reviews AF IMT 86 control log. Prepares and submits "BZH," prepares and submits additional "B2H" in required increments, and files copy.
1.4.6.7.	ACCOMPLISHES RECONCILIATION. Reviews AF IMT 86 control log, destroys all completed requests over 90 days old, sorts cross-reference file into control number sequence, and purges cross-reference file.
1.4.7.	MAINTAINS REPORTING ORGANIZATION FILE. Receives file, compares to organization list, and makes changes when necessary.
1.4.8.	REVIEWS REJECT LISTING:
1.4.8.1.	REVIEWS LISTING. Reviews listing to identify those discrepancies pertaining to Records Maintenance.
1.4.8.2.	TAKES CORRECTIVE ACTION. Researches to identify problem, prepares clear card data, and forwards to reject monitor.
1.4.9.	ASSISTS IN INVENTORY OF SMALL ARMS WEAPONS STORAGE. Assists in semiannual weapon inventory.
1.4.10.	DEMAND PROCESSING:
1.4.10.1	PROCESSES MICAP REQUEST (NON-MAINTENANCE).
1.4.10.2.	ASSURES NONAVAILABILITY. Receives MICAP notification and calls warehouse, War Readiness Supply Kit section, or other location to assure non-availability of item.
1.5.	INPUTS ISSUE DATA INTO TERMINAL.
1.5.1.	RESEARCHES LOAD, CHANGE, AND DELETE APPLICATION CODES ON ITEM RECORD. Inputs and processes Transaction Identification Code (TRIC) 1AP to load, change or delete application code. Processes stock number inquiry to verify completion.

1.5.2.	RESEARCHES CUSTOMER REQUEST. Reviews customer requests to determine customer needs. Performs research to determine corrective action. Researches TOs or job guides. Contacts item managers, source of supply, other supply elements, Federal Logistics (FEDLOG), Customer Assistance Support Center (CASC), Emergency Supply Expert System (ESEX), D043A, Expedite Supply Operations Center (ESOC), and other web sites as required.
1.5.3.	EXAMINES POSSIBLE SOLUTIONS. Interchangeable/substitutions, local procurement, local manufacture, lateral support, next higher assembly, contacts appropriate support agencies, discusses possible solutions with customer, takes necessary corrective action, notifies customer when all action has been accomplished.
1.5.4.	ASSISTS CUSTOMER WITH AF IMT 86. Reviews customer requests to determine customer needs. Performs research to determine corrective action. Researches TOs or job guides. Contacts item managers, source of supply, other supply elements, FEDLOG, Customer Assistance Support Center (CASC), Emergency Supply Expert System (ESEX), D043A, Expedite Supply Operations Center (ESOC), and other web sites as required.
1.5.5.	EXAMINES POSSIBLE SOLUTIONS. Interchangeable/substitutions, local procurement, local manufacture, lateral support, next higher assembly, contact any support agencies, discusses possible solutions with customer, forwards information to Stock Control.
1.5.6.	PROCESSES L OR P SERIALIZED STOCK NUMBER. Initiates request to process the L or P Serialized Stock Number. Obtains required information from customer, assigns L or P serialized control numbers, and annotates Serialized Control Log. Processes FIL (screen #442). Processes stock number inquiry to validate input. Forwards all information to Stock Control.
1.5.7.	MAINTAINS A QUICK REFERENCE LISTING (QRL). Coordinates with customer to identify and consolidate items required to initiate a QRL. Researches the proper identification of part number, stock number, work unit code, TO, figure, and index number. Edits and publishes updated QRL as necessary. Performs semi-annual validation.
1.5.8.	PROCESSES LETTERS FOR INITIAL ISSUE REQUESTS. Reviews for accuracy upon receipt of initial issue request for Alpha Budget Code items. Forwards to LGSC Flight Chief for approval. Processes issue request with demand code 'I' upon approval. Files approved initial issue request.
1.5.9.	PROCESSES STANDARD BASE SUPPLY SYSTEM (SBSS) ISSUE REQUEST. Establishes requirement from customer. Assigns document number, inputs and processes customer request. Reviews management notice. Notifies customer of asset availability.

1.5.10.	PROCESSES KILL NOTICE (NON-MAINTENANCE). Reviews management notice to validate base assets. Notifies the customer of asset availability.
1.5.11.	PROCESSES REJECT NOTICE. Determines reason for reject. Takes corrective action. No funding contact Resource Advisor (RA). National Stock Number (NSN) not loaded process fill. Indicative data in error û research FEDLOG. Processes inquiry to ensure corrective action is complete. Reprocesses original customer request. Notifies customer of transaction status.
1.5.12.	PROCESSES DUE-OUT NOTICE. Receives and reviews due-out management notice. Forwards due-out management notice to the requester or notifies in accordance with local procedures.
1.5.13.	REQUESTS VERIFICATION. Reviews kill notice for asset non-availability. Contacts designated representative to inform of asset non-availability to determine backorder priority and Urgency Justification Code (UJC).
1.5.14.	PROCESSES ISSUE CANCELLATION. Receives customer request for cancellation. Annotates name of the individual who requested the cancellation on AF IMT 2005, <i>Issue/Turn-In Request</i> , or Block “D” of the Management Notice. Files documentation in accordance with local procedures.
1.5.15.	PREPARES ISSUE REQUEST OFF-LINE (POST-POST). Receives customer request and notifies the customer of Post-Post operations. Verifies that the request has the name and telephone number of the requester. Reviews the information to ensure NSN, Quantity, Unit of Issue, Activity Code, Organization/Shop Code, Demand Code, Job Control Number (JCN) (if required), Priority are complete. Assigns the next serialized document number.
1.5.16.	RESEARCHES AUTOMATED STOCK NUMBER USER DIRECTORY (ASNUD). Utilizes ASNUD to verify the on-hand balance, warehouse location, Expendability Recoverability Reparability Code (ERRC) and Controlled Item Code (CIC) of the item requested. Annotates the information on the front of AF IMT 2005 or other issue document. Annotates the on-hand balance and warehouse location of all interchangeable and substitute items on the reverse side of the AF IMT 2005 or other issue document.
1.5.17.	PROCESSES POST-POST RECOVERY. Performs quality control on the post-post documents upon notification to process post-post transactions through SBSS. Processes the transactions. Sends source documentation to Document Control after verifying documents processed.
1.5.18.	MONITORS DUE-IN FORM MAINTENANCE (DIFM) LISTING (NON MAINTENANCE).

1.5.19.	REVIEWS DIFM LISTING (D23). Utilizes Internet/Local Area Network (LAN) to obtain D23. Coordinates with customer to compare, correct, and validate DIFM listing. Processes updated DIFM status utilizing SBSS.
1.5.20.	PERFORMS DIFM RECONCILIATION. Coordinates with appropriate shop to verify current status and asset location utilizing D23. Prepares and processes DIFM status update transaction, as necessary.
1.5.21.	PROCURES LOCALLY MANUFACTURED ITEM.
2.	MAINTAINS AND UPDATES TOS/PUBLICATIONS:
2.1.	RECEIVES AND POST PUBLICATION.
2.1.1.	REVIEWS JCAL (AUTOMATED TECHNICAL ORDER (TO) PROGRAM) TO VERIFY ACCURACY.
2.1.2.	FILES AND UPDATES CURRENT T.O.
2.1.3.	CONTACTS USERS WITH REPLACEMENT INFORMATION.
3.	PROCESSES TURNED IN MATERIAL: Receives material and identifies item to federal stock number. Researches federal stock number if documentation is not attached. Obtains serialized document number and annotates issue/turn-in request with document number, number of items turned in, federal stock number, and other required data. Date stamps document and distributes required copies. Inputs data into terminal, receives computer disposition notice, and attaches to material.
4.	PREPARES ASSETS FOR STOCK LOCATION OR SHIPMENT.
5.	PROCESSES REVERSE POST ACTIONS:
5.1.	RECEIVES AND REVIEWS SOURCE DOCUMENT. Arranges in sequence and edits for proper authentication. Verifies that each document control file has a corresponding source document and suspenses document.
5.2.	RESEARCHES DOCUMENT. Reviews daily transaction register (DO6) and coordinates problem with appropriate supervisor.
5.3.	INITIATES REVERSE POST ACTION. Prepares documentation for non-matched document, inputs into terminal, obtains output, and matches output against document control file.
6.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

## Attachment 6

**PROCESS ORIENTED DESCRIPTIONS  
COMBAT OPERATIONS SUPPORT FLIGHT MISSION SUPPORT (MICAP)**

**Table A6.1. Listing of Functional Processes.**

1.	MISSION SUPPORT:
1.1.	PROCESSES MICAP REQUEST:
1.1.1.	ASSURES NONAVAILABILITY. Receives MICAP notification and calls warehouse, War Readiness Supply Kit section, or other location to assure non-availability of item.
1.1.1.1.	PERFORMS RESEARCH. Researches for interchangeable, substitute, or next higher assembly to flu requirement.
1.1.1.2.	INPUTS ISSUE DATA INTO TERMINAL.
1.1.1.3.	REQUISITIONS ON-LINE. Receives kill notice and inputs issue data into terminal
1.1.1.4.	REQUISITIONS OFF-LINE:
1.1.1.4.1.	TRANSCIVES OR CALLS IN REQUEST. Prepares and transceives AOX (MILSTRIP REQUISITIONS) to source of supply.
1.1.1.4.2.	PREPARES AND INPUTS KILL ISSUE REQUEST AND SPECIAL REQUISITION (SPR).
1.1.1.4.3.	PREPARES AND TRANSMITS B9X (MICAP REPORT CARD).
1.1.2.	REQUISITIONS LATERAL:
1.1.2.1.	CHECKS STOCK NUMBER USERS DIRECTORY (SNUD) MASTER BASE LIST. Checks SNUD to determine bases with loaded stock numbers.
1.1.2.2.	CONTACTS BASE. Calls base listed on master base list until property available for shipment is located.
1.1.2.3.	PREPARES AND PROCESSES SPECIAL REQUISITION AND AE1/SUPPLY STATUS.
1.1.3.	PERFORMS FOLLOW-UP ON REQUISITION:
1.1.3.1.	CONTACTS DEPOT. Calls depot to follow-up on requisition if status is not received within suspense.

1.1.3.2.	CONTACTS INFORMATION MANAGEMENT (IM). If bad status is received, contacts IM to determine when the item will be available for release.
1.1.3.3.	PREPARES AND PROCESSES AUTOMATED FOLLOW-UP CARD.
1.1.3.4.	PREPARES SUPPLY ASSISTANCE OR DIFFICULTY CORRESPONDENCE. Researches, drafts, and forwards supply assistance or difficulty correspondence to the IM or depot.
1.1.3.5.	COORDINATES WITH SOURCE OF SUPPLY. Contacts source of supply to follow-up on item not received with military standard requisitioning and issue procedure time frame.
1.1.3.6.	INPUTS STATUS DATA INTO TERMINAL. Inputs AE1/ASX (SUPPLY STATUS/SHIPMENT STATUS) using information obtained from shipper.
1.1.3.7.	COORDINATES WITH HIGHER HEADQUARTERS. Calls higher headquarters for assistance when notified of delay status.
2.	PROCESSES CANCELLATION:
2.1.	REVIEWS AND RESEARCHES AND COORDINATES CANCELLATION NOTICE. Receives cancellation notice, reviews and researches for cause of cancellation, and determines course of action. Contacts agency for additional information.
2.2.	TAKES CORRECTIVE ACTION. Processes computer input or correspondence to correct situation.
3.	PROCESSES CANNIBALIZATION (CANN):
3.1.	INPUTS DATA INTO TERMINAL. Receives information from maintenance and inputs into terminal.
3.2.	PREPARES AND PROCESSES CANN.
4.	UPDATES RECORD:
4.1.	UPDATES MICAP RECORD. Updates checklist and MICAP/MISSION CAPABLE management product.
4.2.	CALLS MAINTENANCE. Notifies Maintenance Supply Liaison (MSL) of update.
5.	PROVIDES ON-LINE LATERAL SUPPORT:
5.1.	RUNS INQUIRY. Receives call, records data, and runs inquiry.



5.2.	CONFIRMS BALANCE OF ON-HAND ITEM.
5.3.	INFORMS REQUESTER OF BALANCE AND OBTAINS SHIPPING DATA.
5.4.	INPUTS SHIPMENT (SHP) INTO TERMINAL.
6.	PROVIDES OFF-LINE LATERAL SUPPORT:
6.1.	RECEIVES CALL AND RECORDS INFORMATION. Receives call from another base requesting lateral support and records information.
6.2.	CHECKS STOCK NUMBER DIRECTORY (SNUD). Checks SNUD and other listing to determine if item is loaded.
6.3.	CONFIRMS ITEM AVAILABILITY.
6.4.	INFORMS REQUESTER OF BALANCE AND OBTAINS SHIPPING DATA.
6.5.	PREPARES AND FORWARDS DOCUMENT. Manually prepares shipping document using information obtained from the requester and forwards to storage location.
7.	PROCESSES MICAP INTERROGATION NOTICE REPORT:
7.1.	RESEARCHES RECORD. Researches record for information pertaining to the reject.
7.2.	INPUTS CORRECTED DATA INTO TERMINAL. Prepares and inputs corrected data into terminal.
7.3.	EXPEDITES RELEASE OF PROPERTY. Prepares or directs the release of the property.
8.	REVIEWS DAILY REJECT LISTING:
8.1.	REVIEWS LISTING TO IDENTIFY THOSE REJECTS PERTAINING TO MISSION SUPPORT AND MAKES ANNOTATIONS.
8.2.	CLEARs REJECT. Researches to identify and clear reject or prepares clear data.
8.3.	ARRANGES PILOT PICK-UP. Arranges pilot pick-up of property by coordinating with appropriate agency.
8.4.	ARRANGES LOCAL PICK-UP. Arranges pick-up of lateral support property by coordinating with appropriate agency.
9.	PREPARE FOR AND ATTEND MICAP MEETING.

10.	PROCESSES MICAP UPGRADE/DOWNGRADE/CANCELLATION.
11.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

**Attachment 7**  
**PROCESS ORIENTED DESCRIPTIONS**  
**COMBAT OPERATIONS SUPPORT FLIGHT MOBILITY BAG MANAGEMENT**

**Table A7.1. Listing of Functional Processes.**

1.	MOBILITY BAG MANAGEMENT:
1.1.	MOBILITY BAG AUTHORIZATIONS:
1.1.1.	REVIEWS AND UPDATES MOBILITY BAG AUTHORIZATIONS ANNUALLY IN MOBILITY INVENTORY CONTROL AND ACCOUNTABILITY SYSTEM (MICAS).
1.1.2.	MAINTAINS BASES OF ISSUE (BOI) FOR A-BAGS TO INCLUDE A TEN PERCENT SAFETY LEVEL.
1.1.3.	MAINTAINS BASES OF ISSUE (BOI) FOR A-1 BAGS TO INCLUDE A 20 PERCENT SAFETY LEVEL.
1.1.4.	MAINTAINS BASES OF ISSUE (BOI) FOR B-BAGS TO INCLUDE A TEN PERCENT SAFETY LEVEL.
1.1.5.	MAINTAINS BASES OF ISSUE (BOI) FOR C-1 BAGS TO INCLUDE A TEN PERCENT SAFETY LEVEL.
1.1.6.	MAINTAINS BASES OF ISSUE (BOI) FOR E-BAG TO INCLUDE A TEN PERCENT SAFETY LEVEL.
1.1.7.	MAINTAINS MOBILITY INVENTORY CONTROL AND ACCOUNTABILITY SYSTEM. (MICAS).
1.1.8.	LOADS/DELETES PAS CODES:
1.1.8.1.	RETRIEVES AND VALIDATES PAS CODES FROM WING MPF.
1.1.8.2.	ENTERS PAS CODES IN MICAS.
1.1.8.3.	REMOVES PAS CODE FROM ALL STOCK, LOCATIONS, BAGS AND PERSONNEL AND THEN DELETES PAS CODES FROM MICAS.
1.1.9.	LOADS/CHANGES/DELETES ITEM RECORDS.
1.1.9.1.	RESEARCHES STOCK NUMBER AND INDICATIVE DATA.
1.1.9.2.	LOADS STOCK NUMBER AND INDICATIVE DATA INTO MICAS.

1.1.9.3.	CHANGES STOCK NUMBER OR INDICATIVE DATA.
1.1.9.4.	REMOVES ALL REFERENCES OF ITEM FROM MICAS THEN DELETES ITEM.
1.2.	LOADS/CHANGES/DELETES PERSONNEL:
1.2.1.	RETRIEVES AND VALIDATES BASE PERSONNEL LIST FROM MPF.
1.2.2.	LOADS PERSONNEL INTO MICAS BY PAS CODE.
1.2.3.	CHANGES PERSONNEL DATA AS REQUIRED.
1.2.4.	DELETES PERSONNEL UPON SEPARATION.
1.2.5.	VERIFIES THAT NO ASSETS ARE ASSIGNED/ISSUED TO INDIVIDUAL.
1.2.6.	LOADS/CHANGES PERSONNEL SIZES:
1.2.7.	RETRIEVES SIZING DATA OF INDIVIDUAL.
1.2.8.	LOADS SIZING DATA IN PERSONNEL SCREEN.
1.2.9.	CHANGES SIZING DATA FOR AN INDIVIDUAL.
1.3.	LOADS/CHANGES/DELETES KIT CONFIGURATIONS:
1.3.1.	RETRIEVES BAG REQUIREMENTS FROM PROPER MANUAL OR INSTRUCTION.
1.3.2.	LOADS BAG TEMPLATE AND THE REQUIREMENTS.
1.3.3.	ADDS OR DELETES ITEMS THAT ARE OR ARE NOT REQUIRED IN BAG.
1.3.4.	REMOVES ALL ITEMS FROM THE BAG, THEN DELETES THE BAG.
1.4.	LOADS/CHANGES/DELETES LOCATIONS:
1.4.1.	DESIGNS WAREHOUSE LAYOUT.
1.4.2.	LOADS LOCATIONS BY PAS CODES.
1.4.3.	ASSIGNS LOCATIONS PER BAG/ITEM.
1.4.4.	VALIDATES WAREHOUSE LOCATION THEN CHANGES/DELETES LOCATION.
1.5.	RECEIVES BAGS.

1.5.1.	INVENTORIES BAG COMPONENTS.
1.5.2.	VERIFIES LOT/DLA (LOT /DEFENSE LOGISTIC AGENCY) AND SHELF LIFE INFORMATION.
1.5.3.	FILLS APPLICABLE DATA.
1.5.4.	PRINTS AF IMT 1297, <i>TEMPORARY ISSUE RECEIPT</i> , AND AFFIXES TO BAG.
1.5.5.	ATTACHES LOCALLY DESIGNED BAG IDENTIFICATION TAG TO INCLUDE MICAS BARCODE LABEL.
1.6.	KIT MAINTENANCE:
1.6.1.	VERIFIES STATUS OF BAGS.
1.6.2.	CHANGES/ADDS/DELETES CONTENTS OF BAG.
1.6.3.	RUNS UPDATE EXPIRATION REPORT.
1.6.4.	CHANGES BAG LOCAL ID NUMBER.
1.6.5.	CHANGES LOCATION OF BAG.
1.6.6.	CHANGES/ASSIGNS PAS CODE/INDIVIDUAL TO BAG.
1.6.7.	RECORDS/CHANGES SEAL NUMBER FOR BAG.
1.6.8.	DELETES/CONDEMNS BAG AND CONTENTS.
1.7.	RECEIVE STOCK:
1.7.1.	VERIFIES LOT/DLA (LOT/DEFENSE LOGISTIC AGENCY) AND SHELF LIFE INFORMATION.
1.7.2.	ASSIGNS LOCATIONS TO STOCK ITEMS.
1.7.3.	RECEIVES STOCK ITEMS THROUGH MICAS.
1.8.	CONDEMNS STOCK:
1.8.1.	CONDEMNS STOCK IN MICAS.
1.8.2.	MOVES UNSERVICEABLE STOCK TO TRAINING USE AND/OR DEFENSE REUTILIZATION MARKETING OFFICE (DRMO).
1.9.	DEPLOY OR RETURN OF DEPLOYMENT BAGS:

1.9.1.	PULLS BAG/REQUIRED ITEMS FROM LOCATION.
1.9.2.	SCANS PERSONS ID CARD OR TYPE PERSON'S USER ID FROM MICAS INTO HAND HELD TERMINAL/S (HHT).
1.9.3.	SCANS BAG/ITEM BARCODE TO ISSUE.
1.9.4.	NOTIFIES HAZMAT PHARMACY OF ANY POSSIBLE IEX 8 OR 9 ITEMS THAT MAY BE DEPLOYING.
1.9.5.	INVENTORIES DEPLOYING BAG TO VERIFY LOT/DLA, SHELF LIFE INFORMATION AND QUANTITIES.
1.9.6.	INVENTORIES BAG UPON RETURN TO VERIFY LOT/DLA, SHELF LIFE INFORMATION AND QUANTITY DISCREPANCIES AND MAKES ANY CORRECTIONS AS NECESSARY.
1.9.7.	SCANS THE BAG/ITEM BARCODE FOR RETURN.
1.9.8.	RETURNS BAG/ITEM TO ASSIGNED LOCATION.
2.	HAND HELD TERMINAL MAINTENANCE:
2.1.	PREPARES THE PERSONAL COMPUTER (PC) CARD/ PC CARD READER FOR TRANSFER.
2.2.	ATTACHES/DETACHES DOCKING STATION/NECESSARY CABLES.
2.3.	PREPARES THE HHT FOR PROGRAMMING.
2.4.	PROGRAMS/REPROGRAMS HHT FOR OPERATION.
2.5.	PERFORMS PREVENTIVE MAINTENANCE/CLEANING ON THE HHT.
2.6.	UPLOADS/DOWNLOADS DATA FROM HHT TO MICAS OR MICAS TO HHT.
2.6.1.	RUNS REPORTS:
2.6.2.	RUNS PREDEFINED REPORTS.
2.6.3.	CREATES AND RUNS USER DEFINED REPORTS.
2.6.4.	EXTRACTS INFORMATION FOR SORTS REPORT.
2.6.5.	RUNS CONGRESSIONAL/MAJCOM REPORTS.
2.6.6.	UPDATES LOT/DLA INFORMATION.

2.6.7.	RECEIVES VIA INTERNET LOT/DLA UPDATE INFORMATION.
2.6.8.	REVIEWS CONTENTS OF UPDATE.
2.6.9.	PROGRAM UPDATES.
2.6.9.1.	RECEIVES VIA INTERNET WEBSITE PROGRAM UPDATES.
2.6.9.2.	DOWNLOADS/REVIEWS MICAS USERS MANUAL.
2.6.9.3.	REVIEWS PROGRAM CHANGES.
2.6.9.4.	VERIFIES IF HHT/HAND HELD TERMINAL REPROGRAMMING IS REQUIRED.
2.6.9.5.	PREPARES HHT/HAND HELD TERMINALFOR REPROGRAMMING.
3.	DATABASE BACKUP. Backs up database on a daily basis.
4.	ISSUES INDIVIDUAL STOCK ITEMS:
4.1.	SCANS PERSONS ID CARD OR TYPE USER ID FROM MICAS.
4.2.	PULLS ITEM/S TO BE ISSUED.
4.3.	SCANS ITEM BARCODE FOR ISSUE.
4.4.	PRINTS AF IMT 1297.
4.5.	FILES SIGNED AF IMT 1297.
5.	CONDEMNS STOCK ITEMS:
5.1.	RUNS CONDEMNED STOCK REPORT.
5.2.	PULLS ANY ASSETS FROM BAG/BULK STOCK.
5.3.	REPLACES CONDEMNED STOCK IN BAG.
5.4.	CONDEMNS ASSETS FROM MICAS DATABASE. Marks all assets (TRAINING USE ONLY) and/or send to DRMO/DEFENSE REUTILIZATION AND MARKETING OFFICE.
6.	BUILDS INDIVIDUAL BAGS:
6.1.	CREATES THE BAG IN KIT SCREEN.
6.2.	FILLS IN APPROPRIATE INFORMATION.

6.3.	VERIFIES LOT/DLA INFORMATION OF ASSETS.
6.4.	PULLS FROM STOCK TO COMPLETE BAG.
7.	MOBILITY ASSET MANAGEMENT:
7.1.	MOBILITY ASSET STORAGE:
7.2.	DESIGNS AND IMPLEMENTS WAREHOUSE LAYOUT.
7.2.1.	OPERATES AND MAINTAINS ASSIGNED MATERIAL HANDLING EQUIPMENT (MHE).
7.2.2.	CREATES WAREHOUSE LOCATIONS.
7.2.3.	MOVES MOBILITY ASSETS TO DESIGNATED LOCATIONS.
7.2.4.	ATTACHES MICAS BARCODE LABEL TO ASSET/S.
7.2.5.	ENSURES PROPER WAREHOUSE STORAGE FACILITY REQUIREMENTS ARE MET.
7.2.6.	PREPARES RETURNED ASSETS FOR DRY CLEANING.
7.3.	MOBILITY ASSET/S INVENTORY:
7.3.1.	PRODUCES MICAS INVENTORY LISTS/HAND RECEIPT AND AFFIXES TO EACH MOBILITY BAG.
7.3.2.	ASSIGNS AND ATTACHES SEAL NUMBER TO BAG.
7.3.3.	PERFORMS PHYSICAL INVENTORIES ANNUALLY OR AS REQUIRED. Makes adjustments as required.
8.	INSPECTION:
8.1.	REVIEWS ALL ASSETS MONTHLY FOR SERVICEABILITY.
8.2.	INSPECTS ASSETS ACCORDING TO APPLICABLE TOs/TCTO.
8.3.	INSPECTS SHELF LIFE ITEMS FOR SERVICEABILITY.
8.4.	INSPECTS ALL INCOMING AND OUTGOING ASSETS.
8.5.	AFFIXES AF IMT 2032, <i>INSPECTION EXTENSION</i> , AS REQUIRED.
8.6.	INSPECTS ALL GAS MASKS NOT IN EXTENDED STORAGE.



8.7.	GENERATES DD FORM 1574, <i>SERVICEABLE TAG-MATERIAL</i> , OR AFTO FORM 152, <i>CHEMICAL DEFENSE ENSEMBLE INSPECTION RECORD</i> , AS REQUIRED AND STORES WITH GAS MASK.
9.	PHYSICAL SHIPMENTS OF ASSETS.
9.1.	VERIFIES INDICATIVE DATA OF ALL ASSETS BEING SHIPPED.
9.2.	PULLS PROPERTY REQUIRED FOR SHIPMENT.
9.3.	PACKAGES ASSETS ACCORDING TO PROPER SHIPPING PROCEDURES.
9.4.	PREPARES OUT ALL PROPER PAPERWORK REQUIRED FOR SHIPMENT.
9.5.	MOVES PROPERTY TO TRANSPORTATION MANAGEMENT OFFICE (TMO).
10.	PHYSICAL IN-PROCESS OF PERSONNEL:
10.1.	LOADS NEW PERSONNEL INTO MICAS.
10.2.	RETRIEVES SIZING DATA FROM INDIVIDUAL.
10.3.	PULLS PROPERLY SIZED/REQUIRED ASSETS FOR THE BUILD UP OF A, A-1, B AND C-1 BAG/S.
10.4.	LOADS/CHANGES ALL NECESSARY INFORMATION IN THE MICAS.
10.5.	PRINTS HAND RECEIPT/AF IMT 1297 AND AFFIXES TO THE BAG.
10.6.	PLACES ASSETS/BAGS IN PROPERLY ASSIGNED LOCATION.
10.7.	AFFIXES SEAL TO THE A, A-1 AND B BAG.
10.8.	OUT-PROCESS OF PERSONNEL.
10.9.	PULLS ASSIGNED BAGS FROM ASSIGNED LOCATION.
10.10.	DELETES/CHANGES ALL NECESSARY INFORMATION IN MICAS.
10.11.	PLACES STOCK FROM BAG INTO PROPER LOCATION.
11.	FINANCIAL PLANNING:
11.1.	ENSURES FINANCIAL REQUIREMENTS ARE INCLUDED IN THE BASE ORGANIZATIONAL AND MAINTENANCE FINANCIAL PLAN.
11.2.	BUDGETS FOR INITIAL AND REPLACEMENT MOBILITY REQUIREMENTS.

11.3.	REPORTS FUNDING SHORT FALLS TO APPLICABLE AGENCY.
11.4.	DEVELOPS A LONG-TERM FINANCIAL PLAN FOR SHELF LIFE PROJECTED EXPIRATION.
12.	REQUISITIONING:
12.1.	VERIFIES ASSET REQUIREMENTS.
12.2.	PREPARES AF IMT 2005.
12.3.	SUBMITS AF IMT 2005 TO APPROPRIATE AGENCY FOR PROCESSING.
12.4.	MONITORS DUE OUT AND DUE IN.
12.5.	CHECKS FOR EXCESS FROM OTHER INSTALLATIONS OR OTHER AGENCIES.
13.	ADMINISTRATIVE:
13.1.	MAINTAINS APPLICABLE TOS, MANUALS AND MESSAGES.
13.2.	MAINTAINS APPROPRIATE FILES AND LISTINGS.
13.3.	PROVIDES TECHNICAL INFORMATION TO APPROPRIATE AGENCY/S FOR WRITING OPERATIONAL INSTRUCTION'S AND SUPPLEMENTS.
13.4.	RESEARCHES AFI'S, INSTRUCTIONS AND MANUALS TO INCLUDE SUPPLEMENTS.
13.5.	COORDINATES WITH MAJCOM AND OTHER UNITS FOR REDISTRIBUTION OF ASSETS.
13.6.	REVIEWS MICAS MESSAGE BOARD FOR POSSIBLE PROBLEMS.
13.7.	COORDINATES WITH OTHER BASE AGENCIES FOR DEPLOYMENTS AND REDEPLOYMENTS.
13.8.	MANAGES MOBILITY PROCESSING LINE DURING DEPLOYMENTS AND REDEPLOYMENTS.
13.9.	MANAGES ALL AUTHORIZED ACCESS USERS OF MICAS.
14.	PREPARES FOR UNIT TRAINING ASSEMBLIES (UTAs).
14.1.	DEVELOPS APPROPRIATE TRAINING MATERIAL.

14.2.	PERFORMS ANALYSIS OF MICAS DATA.
15.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

## Attachment 8

**PROCESS ORIENTED DESCRIPTIONS  
COMBAT OPERATIONS SUPPORT FLIGHT WAR READINESS MATERIAL (WRM)  
AND WEAPONS**

**Table A8.1. Listing of Functional Processes.**

1.	MANAGES WAR READINESS MATERIAL (WRM):
1.1.	MAINTAINS WRM. Maintains Mobility Readiness Spares Package (MRSP), Combat Readiness Spares Package (CRSP), In-Place Readiness Spares Package (IRSP), Non-Airborne Mobility Readiness Spares Package (NAMRSP), Mission Support Kit (MSK), Consolidate High Priority Mission Support Kit (CHPMSK), Permanent Mission Support Kit (PMSK), High Priority Mission Support Kit (HPMSK) and Temporary Mission Support Kit (TMSK).
1.2.	PREPARES REQUIRMENTS AND FORCASTS FOR EQUIPMENT AND NON EQUIPMENT MATERIEL HANDLING AND STORAGE EQUIPMENT.
1.3.	MAINTAINS EQUIPMENT INVENTORY. Forecasts, requisitions, receive, stores, maintains and accounts for safe guards to ensure serviceable condition.
1.4.	REVIEWS READINESS SPARES PACKAGE (RSP) AUTHORIZATION DOCUMENT. Obtain Master Authorization List (D040) from ANG/LGS. Reviews authorization documents for accuracy.
1.5.	LOAD CONTROL/SUPPORT RECORDS. Prepare and process an input to Load (1EBL) or Change(1EBC) the Mobility Readiness Spares Package (MRSP)/In-Place Readiness Spares Package (IRSP) serial number and MRSP/IRSP control record.
1.6.	LOAD DATA. Ensure Organizational and Shop Code, Project Fund Management Record (PFMR) and Organization Cost Center Record (OCCR) information is established. Prepare and process all control record information.
1.7.	PROCESSES Readiness Spares Package (RSP) RECONCILIATION. Prepare and coordinate work request with appropriate agency. Prepare AF IMT 2011, <i>Base Supply Automate Data Processing Equipment (ADPE) Work Request</i> , for the War Reserve Materiel Base Authorization Processor (S07/NGV914), and War Reserve Materiel Reconciliation (S05/ NGV 867). Submit to Computer Operations.
1.8.	RESEARCHES AND COORDINATES CHANGE. Receive and review War Reserve Materiel Reconciliation (S05) listing. Determine security classification of WRM assets.

1.8.1.	VALIDATES QUANTITY VARIANCE LISTING: Determine overage and shortage quantities
1.8.2.	PROCESSES OVERAGE. Prepares turn in input, keys into terminal, obtains output, pulls property and forwards document and property to storage area. Request and processes cancellation of due in and due out details when decreasing authorizations. Process a Load, Change, Inquire, Delete or Receipt for a Non-Airborne Mobility Readiness Spares Package using the 1UB or 1NK screen.
1.8.3.	PROCESSES OUT OF CYCLE CHANGES. Prepare and processes out of cycle changes, upon receipt of approved AF IMT 1032, <i>War Reserve Materiel (MW) Spares List</i> , from the National Guard Bureau (NGB).
2.	RECEIVES PROPERTY:
2.1.	RECEIVES AND STORES ITEMS. Receives, inspects and verifies documentation to include: quantity, national stock number (NSN), identity, functional check, and shelf life, etc. Also inspect container for applicability and serviceability. Sign copy one of DD from 1348-1A, <i>Issue/Receipt Document</i> , and forward to Document Control.
2.1.1.	STOCKS PROPERTY. Attach RSP identification tag, move property to Readiness Spares Package (RSP) storage location and annotate Readiness Spares Package (RSP) inventory listing.
2.1.2.	STOCKS ELECTROSTATIC SENSITIVE DEVICE (ESD) ITEMS. Ensure compatibility of storage location.
2.1.3.	ENSURES PROPER STORAGE OF CLASSIFIED ITEMS. Ensure compatibility of storage location.
2.1.4.	ENSURES PROPER STORAGE OF HAZARDOUS ITEMS. Ensure compatibility of storage location.
3.	ENSURES RSP FUNCTIONAL CHECK COMPLIANCE. Review and identify items requiring functional check. Coordinates with maintenance for scheduling. Prepare and processes a C deck issue to maintenance, travel to bin, locate property, obtain specialized handling equipment and pulls property. Forwards document and item for functional check.
3.1.	MANAGES RSP SHELF LIFE ITEMS. Obtains listing and verifies Readiness Spares Package (RSP) items requiring inspection. Locates stored items and verifies expiration date. Annotate listing with current expiration dates. Pull expired items for disposal or process for extension. Label extended items with new expiration date on AF IMT 2032. Prepare and process due out for expired items.

3.2.	ENSURES LOCATION AND AVAILABILITY OF PROPERTY. Performs inquiry to identify location and availability of property. Selects and removes item from Readiness Spares Package (RSP) and exchanges for warehouse property.
3.3.	ENSURES PROPER STORAGE OF BUILT UP ASSEMBLIES. Ensures proper storage of tires and wheels, propellers, matched pairs, etc. Obtain and follow applicable TOs for guidance.
3.4.	MARKS ITEM REQUIRING TCTO MODIFICATION. Identifies and marks item requiring TCTO modification maintained in RSP, and coordinates TCTO action with appropriate shop.
4.	MANAGES RSP WITHDRAWAL. Selects and removes Readiness Spares Package (RSP) item. Receives paperwork, travels to bin, locates property, obtain specialized handling equipment and pulls property. Sign necessary form, annotate Readiness Spares Package (RSP) listing, and deliver property to appropriate area.
5.	DYNA-METRIC MICROCOMPUTER ANALYSIS SYSTEM (DMAS):
5.1.	PERFORMS ANNUAL UPDATE, Request, obtains and upload Weapon System Management Information System (WSMIS) file from MAJCOM. Request, obtain and enter wartime flying scenario data from Base Operations. Request and obtain a Dyna-Metric Microcomputer Analysis System Program (R26/ NGV776) file from computer operations. Upload Dyna-Metric Microcomputer Analysis System Program (R26/ NGV776) Standard Base Supply System (SBSS) stock data, and run a R26 merge file if needed. Run a capability assessment, SBSS audit report, and edit SBSS data from the audit report (range comparison, stock class mismatch, authorized quantities). Run a capability assessment and review summary (Sorties graph, FMC aircraft graph, problem parts NFMC #1 and #2 reports). Run deployment computations, and review scenario summary (computation summary, deployment worksheet and model output report).
5.2.	MONTHLY DMAS SORTS ASSESMENT. Forward reports to Status of Resources and Training System (SORTS) monitor.
5.3.	RECEIVE REQUEST AND PREPARE KIT FOR DEPLOYMENT. Run Dyna-Metric Microcomputer Analysis System Program (R26/ NGV776) assessment and coordinate with maintenance for shortfalls and additional requirements.
6.	IDENTIFIES READINESS SPARES PACKAGE / MISSION SUPPORT KIT (RSP/MSK) AUTHORIZATION: Identify the need for Mission Support Kit (MSK) based upon Dyna- Metric Microcomputer Analysis System (DMAS) assessment. Request authorization from NGB for the build up of Mission Support Kit (MSK).

6.1.	PREPARES READINESS SPARES PACKAGE / MISSION SUPPORT KIT (RSP/MSK) FOR DEPLOYMENT. Identify build up requirements, select and remove stored pallet and nets. Prepare and build up kit (source parts, cannibalization, insert packing material). Notify and coordinate to ensure compliance of a pre-deployment inventory and assist in the inventory of the kits. Bag and net the pallet, weigh and update mobility load list.
6.1.1.	IDENTIFIES DEPLOYED EQUIPMENT. Identify equipment items requiring deployment. Ensure equipment custodian(s) are assigned, brief custodian and provide custodian with required documentation.
6.1.2.	PROVIDES UNIT DEPLOYMENT MANAGER (UDM) COORDINATION. Provide required information to UDM. Receive load and packing lists from UDM. Receive shipping placards from UDM and attach to pallets.
6.2.	REQUESTS COMPUTER SUPPORT. Coordinate with Computer Operations to obtain Contingency Processing System (CPS) file. Request and receive listings. Prepares and submits transfer and deployment parameters to Computer Operations.
6.3.	PROVIDES NOTIFICATION TO MAJCOM. Identify and provide a list of all Readiness Spares Package (RSP) shortages to ANGRC. Notify gaining commands as required.
6.3.1.	PREPARES SPECIAL HANDLING CERTIFICATION. Prepares form and files with deployment record. Requests and attends hazardous material and pallet build up classes for certification.
6.3.2.	ENSURES READINESS SPARES PACKAGE / MISSION SUPPORT KIT (RSP/MSK) MOVEMENT. Request Readiness Spares Package / Mission Support Kit (RSP/MSK) pick-up, assists in loading, and obtain signature and date.
6.3.3.	COORDINATES RETURN FROM DEPLOYMENT. Coordinate with Computer Operations for return of Readiness Spares Package / Mission Support Kit (RSP/MSK) back into home station Standard Base Supply System (SBSS).
6.3.3.1.	COORDINATES BREAK DOWN OF PALLETS. Remove nets, bags, and strapping, inspects for serviceability and return to storage location.
6.3.3.2.	ENSURES POST-POST RECOVERY OF ASSETS. Process any post-post recovery transactions Maintenance Issue (MSI), Maintenance Inspection Issue (C DECK), Turn-in (TIN), Special Requisition (SPR), Shipment (SHP), Receipt (REC), Warehouse Location Change (FCS), etc.). Travel to bin, locate property, obtain specialized handling equipment, pull property and move property to delivery point.

6.3.3.3.	PERFORMS POST DEPLOYMENT AND TRANSFER INVENTORY. Notifies and coordinates inventory within ten days of return of deployed and transferred Readiness Spares Package / Mission Support Kit (RSP/MSK). Assist with inventory of kits.
7.	REVIEWS SUPPLY MANAGEMENT REPORTS:
7.1.	REVIEWS DAILY DOCUMENT REGISTER. Screens the daily document register (D04), for internal changes affecting Readiness Spares Package / Mission Support Kit (RSP/MSK) details. Make any changes necessary (annotate listing, re-identification, change bin labels, make location change, process location change, etc.).
7.2.	REVIEWS PRIORITY MONITOR REPORT. Matches RSP priority due-out against priority due-in, verifies requirement, and requests action on unsatisfactory status.
7.3.	COORDINATES SEMI-ANNUAL INVENTORY. Coordinates and assists in the semi-annual inventory of the kits.
8.	PARTICIPATES IN WRM REVIEW BOARD. Prepares for and attends WRM review board.
9.	ENSURES PERSONAL PROTECTIVE EQUIPMENT (PPE) AVAILABILITY. Procures, receives, and maintain in a serviceable condition PPE.
10.	SMALL ARMS WEAPONS STORAGE:
10.1.	PERFORMS AS CONTROLLED AREA MONITOR. IAW AFI 31-101, <i>The Air Force Installation Security Program</i> .
10.1.1.	ATTENDS ANNUAL TRAINING. Attends anti-robbery protection training.
10.1.2.	CONDUCTS TRAINING. Trains all personnel who work in the controlled area annually.
10.2.	ENSURES WEAPONS VAULT COMBINATION IS CHANGED SEMI-ANNUALLY. Changes the weapons vault combination and weapons key storage combinations are changed semi-annually. Conducts the semi-annual key inventory.
11.	MAINTAINS TO LIBRARY. Maintains all applicable TOs, publications, manuals, and support files.
12.	ENSURES COMPLIANCE OF WEAPONS ARMING PROCEDURES IAW AFI 31-229, <i>USAF Weapons Handling Manual</i> .
13.	ENSURE COMPLIANCE OF WEAPONS TURN-IN PROCEDURES. IAW AFI 31-229.



14.	ENSURES PROPER STORAGE OF WEAPONS. IAW AFI 31-101.
15.	CONDUCTS QUARTERLY ALARM SYSTEM TEST.
16.	COORDINATES WITH SECURITY FORCES TO CONDUCT THE ANNUAL ANTI-ROBBERY EXERCISE.
17.	CONDUCTS WEAPONS INVENTORY WITH NECESSARY AGENCIES:
18.	ENSURES STORAGE OF WEAPONS IS ENVIRONMENTALLY CONTROLLED.
19.	ENSURES WEAPONS STORAGE AREA IS MAINTAINED. IAW AFI 31-101.
20.	COORDINATES WITH COMBAT ARMS (CATM) TO ENSURE ALL WEAPONS ASSIGNED FOR REGULAR USE AND MOBILITY ARE INSPECTED IAW PRESCRIBED DIRECTIVES.
21.	COORDINATES MOBILITY SMALL ARMS REQUIREMENT. IAW AFI 10-403, <i>Deployment Planning</i> .
21.1.	RECEIVE AND REVIEWS SMALL ARMS REQUIREMENTS FROM LOGISTICS PLANS.
21.2.	MANAGES WEAPONS TURN-IN. Prepares turn-in of weapons as needed and coordinates with Equipment Management and Traffic Management Office (TMO) for proper shipping of the weapons.
22.	MANAGES WEAPONS RECEIVING. Coordinates with applicable organizations, and ensures proper procedures are followed.
23.	ENSURES COMPLIANCE WITH INTRUSION DETECTION SYSTEM (IDS) ALARM FAILURE. IAW Air Force Instruction AFI 31-101, <i>The Air Force Installation Security Program</i> .
24.	UNIT TRAINING ASSEMBLY (UTA) PREPARATION. Performs planning and scheduling task associated with preparation for UTA.
25.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

**Attachment 9****MANPOWER TABLE****A3.1. Standard Manpower Table**

<b>Air Force Specialty Title</b>	<b>AFSC</b>	<b>Grade</b>	<b>Manpower Requirement</b>				
Supv Supply Technician	2S071	Civ	1	1	1	1	1
Supply Technician	2S0XX	Civ	5	6	7	8	9
Total			6	7	8	9	10

**NOTE.** AFSCs may be adjusted at the discretion of the Commander.